

SUNWAY
UNIVERSITY



A CLASS ABOVE

**Accreditation of Prior
Experiential Learning for
Credit Award
(APEL.C)**

Accreditation of Prior Experiential Learning (APEL) for Credit Award (APEL.C)
Second Edition 2026

This handbook is provided as a guide to learners interested in the APEL.C process.

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GLOSSARY

(a) Accreditation of Prior Experiential Learning (APEL)

A systematic process that involves the identification, documentation and assessment of prior experiential learning, i.e. knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study, the award of credit or for the award of academic qualifications.

(b) APEL.A

APEL for access (admission) into a programme of studies in higher education institutions.

(c) APEL.C

APEL for credit award. The use of prior experiential learning for credit transfer of a particular course.

(d) APEL.M

APEL for the purpose of obtaining the award of qualifications under the various Malaysian Qualifications Framework (MQF) levels through the completion of unbundled or stand-alone micro-credentials.

(e) APEL.Q

APEL for academic qualifications to individual learners through the evaluation and assessment of prior experiential learning towards fully accredited programmes offered by the higher education providers (HEPs) in Malaysia.

(f) APEL Unit

APEL Unit is a dedicated unit that manages the application for APEL at Sunway University. The main function of the APEL Unit is to coordinate and provide support to faculties/schools throughout all APEL processes.

(g) Challenge Test

A proctored standard test to assess if the learner has achieved the Course Learning Outcomes (CLOs).

(h) Course Learning Outcomes (CLO)

Course Learning Outcomes are measurable statements defining the knowledge, skills and attitudes learners should demonstrate at the completion of the course. Each course in every programme of study has its learning outcomes stated clearly in the course outline, which is a general description of the course in a specific programme of study. CLOs are the desired learning expected of learners from each course.

(i) Formal Learning

Learning or programme of study delivered within an organised and structured context (preschool, primary school, secondary school, college and university) that may lead to formal recognition or a recognised qualification.

(j) Informal Learning

Learning which takes place continuously through life and work experiences. It is often unintentional learning.

(k) Non-formal Learning

Learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

(l) Portfolio

A formal document that contains a compilation of evidence documenting the learner's prior experiential learning and his/her articulation of learning acquired over a period.



PART 1: INTRODUCTION

1.0 An Overview

To support the Malaysian Education Blueprint for Higher Education 2015 to 2025 as a Nation of Lifelong Learners, the Malaysian Qualifications Agency (MQA) has created the Accreditation of Prior Experiential Learning for Credit Award – APEL.C. It is a pathway into Higher Education programmes by recognising individuals who have acquired non-formal and informal learning in their work and life experiences.

Sunway University is committed to providing recognition and opportunity to learners of all ages who constantly seek learning opportunities to enrich themselves. The purpose of the APEL.C Learner's Handbook is to guide learners through the processes and support provided under the APEL.C credit award initiative.

Disclaimer:

This Handbook must be read together with the Sunway University Learner Handbook which describes the Regulations of the University under the provisions of the Sunway University Academic Governance.

1.1 Definition of APEL

Accreditation of Prior Experiential Learning (APEL) is a systematic process that involves the identification, documentation and assessment of prior experiential learning, i.e., knowledge, skills and attitudes, to determine the extent to which an individual has achieved the desired learning outcomes, for access to a programme of study, the award of credit or for the award of academic qualifications. APEL process generally involves the assessment of experiential learning, including those which have not previously been assessed or credit-rated. This learning may be acquired through formal, non-formal and informal means.

Formal learning refers to an intentional learning/programme of study delivered within an organised and structured context (pre-school, primary school, secondary school, technical college and university) that may lead to a formal recognition/recognised qualification.

Non-formal learning refers to learning that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification.

Informal learning refers to learning which takes place continuously through life and work experiences. It is often unintentional learning.

Examples of prior experiential learning include the relevant knowledge, skills and attitudes gained through:

- Work experience (fulltime, part-time or casual);
- Voluntary and community work;
- Family responsibilities;
- Hobbies or leisure activities;
- Coaching and mentoring others;
- Attending and participating in seminars, conferences and workshops;
- Attending short courses;
- Fluency in other languages;
- Private study and research; and
- Any relevant life experiences.

1.2 Introduction to APEL.C

APEL for Credit Award, known as APEL.C, was developed by MQA to support lifelong learning by recognising the value of learning that takes place beyond the formal classroom settings as well as learning that occurs throughout work and life experiences; regardless of when, where and how it was acquired.

APEL.C provides the mechanism to recognise the individual's prior experiential learning that is relevant and specific to a course within a programme of study. The credit award is granted on the basis of knowledge and skills acquired through non-formal and informal learning.

These forms of learning, which emphasise experiential learning, must be formally reviewed and assessed. The process aims to determine whether learning has occurred and whether it aligns with the learning outcomes of the relevant course(s). The assessment evaluates the learner's acquired knowledge and competencies, rather than the experience itself.



PART 2: APEL.C POLICIES, RULES AND REGULATIONS

2.0 Policies, Rules and Regulations

This section outlines the general policies, procedures, rules and regulatory framework on APEL.C at Sunway University.

2.1 APEL.C General Policies

APEL.C is defined as the “award of credits for the prior experiential learning towards a course in an accredited programme” in Guidelines to Good Practices: Accreditation of Prior Experiential Learning for Credit Award [APEL.C]. It recognises a learner’s prior experiential learning that is acquired through informal or non-formal learning.

In summary:

- (a) APEL.C refers to the award of credit based on assessment of prior experiential learning (focusing on non-formal and informal).
- (b) APEL.C applies to local and international learners who are registered on an SU-accredited programme, either conventional or APEL.A pathway.
- (c) Applications for APEL.C may be open to all fields and levels of study under the Malaysians Qualifications Framework (MQF), except for postgraduate programmes by research.
- (d) Programmes that can offer APEL.C must at least have obtained provisional accreditation by the MQA and have been approved by the Ministry of Higher Education (MOHE).
- (e) Courses under professional bodies that are a component of a programme structure may also be considered for APEL.C, subject to approval by relevant professional bodies.
- (f) APEL.C encompasses the assessment of prior experiential learning for the purpose of credit award. Learning acquired through Massive Open Online Courses (MOOC) or any other methods of self-learning should also be considered under this provision.

2.2 APEL.C Processes

Before deciding to apply for APEL.C, learners are expected to understand the stages of the APEL.C process and have realistic expectations regarding the possible outcomes of their application.

All general enquiries related to APEL.C should be directed to the APEL Unit. The APEL.C application consists of two stages: (i) Pre-Application Process; and (ii) the Application Process.

Please refer to the APEL.C Processes below:

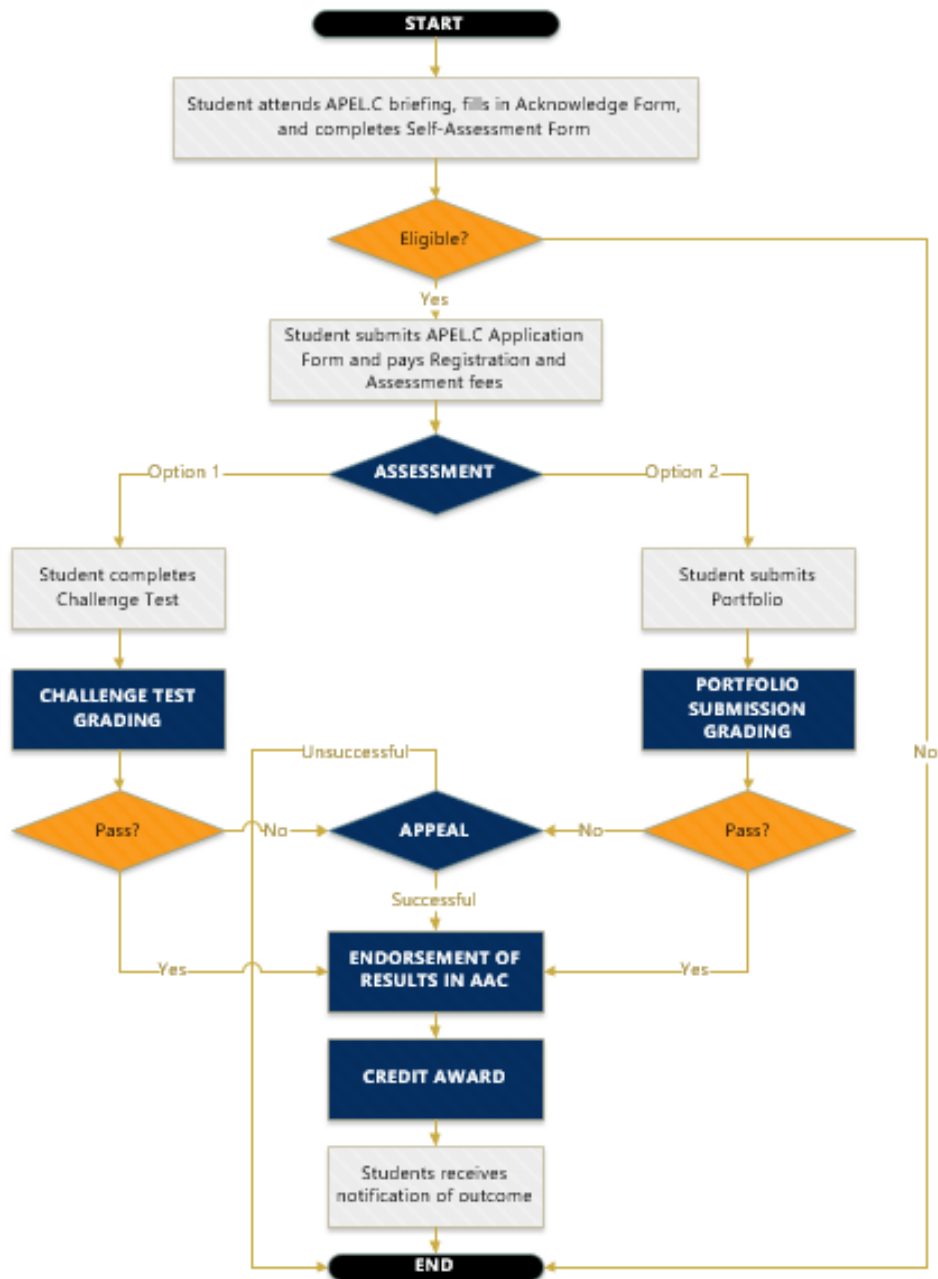


Figure 2.2 APEL.C Process Flow

2.3 Award of Credits

- (a) The award of credit through APEL.C is in the form of ungraded credit transfer where it does not involve transfer of grade and the calculation of grade in GPA/CGPA. However, credits awarded for the course will be counted towards the total credit requirements for programme completion and graduation.
- (b) APEL.C is applicable for all courses except for final year project and dissertation, and for all areas and MQF level programmes, except for postgraduate programme by research.
- (c) The maximum percentage for credit award through APEL.C for formal learning is 30% of the total graduating credits of a specific programme of study. The credit transfer through APEL.C can be an addition to the existing formal credit transfer policy.

Table 1: Maximum Credit Transfer Allowed through APEL.C at the Various MQF Levels

Award based on the Malaysian Qualifications Framework (MQF)	Minimum Graduating Credits	30% from the minimum credits of the coursework component
Level 8: Doctoral Degree (Applicable only to coursework or mixed mode programmes)	80	24
Level 7: Master's Degree (Applicable only to coursework or mixed mode programmes)	40	12
Level 7: Postgraduate Diploma	30	9
Level 7: Postgraduate Certificate	20	6
Level 6: Bachelor's Degree	120	36
Level 6: Graduate Diploma	60+4 (MPU)	19
Level 6: Graduate Certificate	30+4 (MPU)	10
Level 5: Advanced Diploma	40	12
Level 4: Diploma	90	27
Level 3: Certificate	60	18

Note for formal learning:

- (i) Learners obtain a minimum of a C grade for 30% credit transfer.
 - (ii) To obtain 50% of credit transfer, learners will need to obtain courses with a minimum B grade for the additional credits.
- (d) The maximum credit transfer for non-formal and informal experiential learning is 60%. When formal learning is considered, the total maximum credit transfer allowed is up to 70%.

Example	Non-formal + Informal (%)	Formal (%)	Total Credit Transfer Applicable (%)
1	60	-	60
2	60	10	70
3	40	30	70
4	60	30	70
5	50	50	70
6	10	50	60

- (e) The credits awarded must be equivalent to the credit value of the course applied for APEL.C. Partial credit or block credit transfer is not permissible for APEL.C.

- (f) Credits awarded for a course are only applicable to the specific course applied for. The credits awarded are not automatically applicable to pre-requisite (if any) of the specific course.
- (g) Assessment for credit award through APEL.C must be carried out separately for each course.
- (h) Credits awarded through APEL.C can be transferred to another programme at SU if the course for which the credits have been awarded through APEL.C has the same learning outcome.
- (i) Learners that are unsuccessful in obtaining credit award through APEL.C will be required to register for the course. Learners are not permitted to resit assessments under the APEL.C pathway.
- (j) APEL.C is applicable for all courses including industrial training and practicum (based on the suitability of the field) except for final year project-based courses and dissertations.

2.4 Learners' Investments in APEL.C Credit Transfer

Item	Undergraduate	Postgraduate (by coursework/ mixed-mode)
Pre-application (pre-assessment)	RM100	RM100
Registration + Assessment	RM200	RM200
Credit Transfer Fee per Course	RM600	RM800
Total Credit Transfer Fees (if successful)	RM900	RM1,100
Total Credit Transfer Fees (if not successful)	RM300	RM300
Appeal	RM100	RM100

Note: CV = Credit Value
All APEL.C fees are non-refundable.



Part 3: APEL.C Assessment Procedures

3.0 APEL.C Assessment Procedures

This section provides an overview of the APEL.C assessment processes, including pre-application, application, assessment, results endorsement, and appeals.

3.1 Pre-Application Process

- (a) Learners who are interested in applying for APEL.C will be required to complete the APEL.C Enquiry Form on Sunway University's website. Alternatively, learners may write an email to the APEL Unit on matters related to APEL.C: apel@sunway.edu.my.
- (b) It is strongly recommended for learners to initiate the APEL.C application process as soon as they are registered onto the programme of study, i.e. within the first semester or first year of study on the programme.
- (c) APEL Unit will provide a briefing on the APEL.C processes to learners and provide an APEL.C Handbook to learners for reference.
- (d) Upon completion of the pre-application stage, the learner will be required to complete the APEL.C Acknowledgement Form (*refer to Appendix A*), indicating that the learners have received sufficient information on the APEL.C process.

3.2 Application Process

- (a) Upon completion of the pre-application process, learners may proceed with the APEL.C application processes. The APEL.C application process consists of the following stages:
 - i. Self-Assessment
 - ii. Assessment
 - iii. Assessment Result
- (b) Learners are encouraged to apply for APEL.C for the relevant courses during their first year of study. The latest submission period is one semester before the course for which credit transfer is being sought is offered. This is to ensure sufficient time for the credit transfer evaluation process to be completed.
- (c) The APEL.C credit transfer process for a course may take approximately 12 weeks.

3.2.1 Self-Assessment

- (a) Prior to the submission of a formal application for APEL.C, the learners will be required to complete a self-assessment exercise with the guidance of the Advisor (*refer to Appendix B*). The learner will be required to:
 - i. Complete the APEL.C Self-Assessment Form via the Sunway University website.
 - ii. Submit a 500-word report related to the learner's prior experiential learning which is related to the course applied for the credit award.
 - iii. Provide an updated curriculum vitae.
- (b) The learners need to submit the completed Self-Assessment Form, curriculum vitae and other supporting documents to the Advisor within one week of their first session with the Advisor.
- (c) Based on the Self-Assessment exercise, the Advisor will determine the learners' eligibility and make appropriate recommendations:
 - i. If evaluation of the self-assessment exercise indicates that learners are unlikely to succeed, the application will cease.
 - ii. If evaluation of the self-assessment exercise indicates that learners are likely to succeed in the application, the learners will need to complete the APEL.C Application Form and make payment for the application process (*refer to Appendix C*).
 - iii. Once the application has been processed by the APEL Unit, learners will be informed about the assessment processes based on the Advisor's recommendation, which can either be a Portfolio or Challenge Test.
- (d) Upon confirmation of eligibility, the learner will be required to pay the fees specified in **Section 2.4 Fees**.

3.4 Assessment & Results Process

- (a) Credits awarded through APEL.C are granted based on demonstrated and evidence-based learning, rather than on the basis of experience alone.
- (b) Learners must meet the assessment criteria to determine the evidence presented is satisfactory and appropriate in terms of:
 - i. Good alignment/matching between CLOs stated in the course and the evidence.
 - ii. Evidence presented is reliable and valid.
 - iii. Sufficient evidence is provided; in breadth and depth, including evidence of reflection to demonstrate the achievement of the CLOs or competencies claimed.
 - iv. Evidence clearly reflects the learners' effort and experience.
 - v. Evidence provided reflects the currency of knowledge/skills as required by the discipline of the course.
- (c) For both the Challenge Test and Portfolio assessments, learners must achieve at least 50% score for each CLO.

- (d) The course that has been awarded credit through APEL.C will appear in the transcript of the learners as “CT(APEL)”, which is to be read together with the Malaysian Qualification Statement (MQS).
- (e) The credit will not be graded and will not be considered in the calculation of GPA/CGPA. However, the credits will be counted towards the total credits required for graduation.
- (f) The results of the assessment and credit awards granted through APEL.C will be reviewed by the APEL Assessment Committee and subsequently confirmed by the Academic Senate.
- (g) Learners will be informed of their APEL.C Assessment results through Sunway University’s eLearn portal.
- (h) Learners who fail the assessment are not permitted to re-attempt the assessment and are required to complete the course through the usual process in the respective programme of study.

3.5 Appeal Process

- (a) If learners are dissatisfied with the APEL.C assessment results, they can submit a written appeal to the APEL Unit by completing the APEL.C Appeals Form. The appeal should include the grounds for appeal and must be submitted within one (1) week from the date of the official announcement of the result.
- (b) The APEL Unit will forward the appeal request to the relevant school/faculty. The Dean of the school/faculty will then appoint a different Assessor to evaluate the appeal's merits. Please note that a processing fee will be charged for each course appealed.
- (c) The appeal process may take up to one (1) month or longer, depending on the complexity of the case being reviewed. Upon completion of the review, the APEL Unit will notify the learners of the outcome. The Assessor’s decision shall be final.



PART 4: APEL.C ASSESSMENT INSTRUMENTS

4.0 APEL.C Assessment Instruments

This section details the assessment instruments used in APEL.C, along with the criteria for granting awards.

4.1 Assessment Instruments

- (a) The assessments of APEL.C will encompass the comparability of the experiential learning acquired by learners to the learning outcomes of a course in an existing programme. The assessment should strictly be made in correspondence to the credit value of the course and level of the programme.
- (b) The APEL.C assessment processes will be administered online through Sunway University's eLearn portal or physically.
- (c) The Advisor may recommend the types of assessments, either Challenge Test(s) or a Portfolio submission based on the outcome of the self-assessment exercise.
- (d) The Assessor who is also a subject matter expert will conduct the evaluation on the assessments.
- (e) If the learners undertake Challenge Test(s), learners will be informed of the details of the Challenge Test(s). Similarly, where a Portfolio submission is required, learners will be informed of the deadline and submission link for the submission date. The information can be extracted through the eLearn portal.
- (f) Learners are not allowed to apply for APEL.C for courses which the learners have already registered for and have undertaken during the period of study.
- (g) It is the learners' responsibility to stay up-to-date with the information pertaining to their APEL.C assessments through eLearn.

4.2 Challenge Test

- (a) A Challenge Test can be in the form of a written test, oral examination and/or performance assessment; depending on the nature and discipline of the course.
- (b) A combination of several methods of assessment may be required to appropriately measure prior experiential learning of the learners.

4.3 Portfolio Submission Guidelines

- (a) A Portfolio is prepared by learners with the objective to demonstrate that the learning acquired is relevant and specific to each CLO for a particular course.
- (b) Learners are required to complete the Portfolio Submission Form in documenting their prior experiential learning (*refer to Appendix D*).

- (c) In submitting the Portfolio, learners must ensure that they meet the assessment criteria by providing evidence that is relevant and sufficient to indicate mastery of the learning outcomes of the course that the learners are applying credit award for.
- (d) Learners may be required to attend an interview or undertake any supplementary assessment to substantiate the evidence submitted for the Portfolio. The Portfolio must be prepared in English.
- (e) All Portfolio submissions, interviews, and additional evidence requested will be submitted through the designated eLearn course.

4.3 Criteria for Award

Credits awarded via the APEL.C initiative must be awarded based on demonstrated evidence-based learning; not solely on the basis of experience claims. All types of learning, regardless of when, where, or how it was acquired, may be considered, but learners must prove through assessments that learning has taken place. The assessment is mapped to the CLOs to ensure that the learning outcomes have been met.

For both Challenge Test and Portfolio Assessment, learners are required to achieve at least a 50% score for **each** CLO.



Contact us at:

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Selangor

Tel: 03 7491 8622 Ext: 7535/7744/7747

Email: apel@sunway.edu.my



APPENDICES

APPENDIX A



APEL.C ACKNOWLEDGEMENT FORM

PART A: PERSONAL PARTICULARS

Student Name	
Student ID	
Name of Programme	

PART B: STUDENT ACKNOWLEDGEMENT

I hereby acknowledge that I understand and accept the Learners Guide Book on APEL.C, and the terms and conditions of APEL.C processes and procedures.

Student's Signature	
Student's Name	
Date	

PART C: ADVISOR ACKNOWLEDGEMENT

I hereby acknowledge that the above learner understood and accepted the Learners Guide Book on APEL.C, and the terms and conditions of APEL.C processes and procedures.

Advisor's Signature	
Advisor's Name	
Date	

APPENDIX B



APEL.C SELF-ASSESSMENT FORM

PART A: PERSONAL PARTICULARS

Student Name	
Student ID	
Name of Programme	
Course Code & Name	
Credit Value	
Receipt No.	

PART B: SELF-ASSESSMENT EXERCISE

Course Learning Outcomes (CLO) Statements <i>Upon completion of this course, the learner should be able to</i>	I have learned this through my former studies or working career and can provide paper evidence/documents/certificates.	I know most of this but I have no paper evidence. However, I am willing to complete a task/assignment or any form of relevant assessment to show I have learned this.	I really need to take the course.
CLO1:			
CLO2:			
CLO3:			
CLO4:			

*** Please provide brief explanations of how you can achieve these CLOs using prior experiential learning.

PART C: REPORT SUBMISSION

Write and submit a minimum of 500-word report based on your prior experiential learning of each of the course learning outcomes above.
--

PART D: STUDENT DECLARATION

I confirm that all the information on this form is correct to the best of my knowledge and the document provided to support this application is authentic, true, accurate and is my own work.	
Student's Signature	
Student's Name	
Date	

PART E: ADVISOR RECOMMENDATION

Recommendation on Student's APEL.C Application	
<input type="checkbox"/>	Recommended to proceed with APEL.C Application
<input type="checkbox"/>	NOT recommended to proceed with APEL.C Application

Please put a tick (✓).

Recommendation on the Mode of Assessment	
<input type="checkbox"/>	Challenge Test
<input type="checkbox"/>	Portfolio

Please put a tick (✓).

Advisor's Signature	
Advisor's Name	
Date	

PART F: APEL UNIT USE

Received by	
Date	

APPENDIX C



APEL.C APPLICATION FORM

Student Name	
Student ID	
Name of Programme	
Course Code & Title	
Credit Value	
Mode of Assessment Chosen	Challenge Test
	Portfolio Submission
Receipt No.	

I hereby:

- (i) Declare that I have read and understood all the following terms and conditions stipulated under the provision of APEL.C of Sunway University.
- (ii) Declare that all the information/documents provided to support this application are authentic, true and accurate.

I fully understand that Sunway University reserves the right to reject my application if proven otherwise. I also agree to the mode of assessment recommended by the APEL.C Advisor.

Student's Signature	
Student's Name	
Date	

APPENDIX D



APEL.C PORTFOLIO SUBMISSION FORM

PART A: PERSONAL PARTICULARS

Student Name	
Student ID	
Name of Programme	
Course Code & Name	
Credit Value	

PART B: COMPETENCY WORKSHEET FOR COURSE-BASED LEARNING PORTFOLIOS

Course Synopsis	Course Learning Outcomes (CLOs)	Learning Statements	Origin of Learning	Supporting Documentation
	<i>Gather as much information as possible about the content of the course. Follow the advice of your Advisor to access CLOs (what you should know after completing the course).</i>	<i>Learning statements form the core of the portfolio. The language you use and details you provide here will show the Assessors what you know.</i>	<i>Include information regarding the location and time (where and when) the learning occurred. A location and date can be used more than once throughout your competency worksheets.</i>	<i>Wherever possible, <u>make reference</u> to supporting documentation that provides evidence of the learning you have claimed. Use tabs and cross-referencing to facilitate easy access to your supporting documents.</i>
1				
2				
3				
4				

Part C: Declaration:

I hereby declare that all the information/documents provided to support this application are authentic, true and accurate. I fully understand that Sunway University reserves the right to reject my application if proven otherwise.

Student's Signature	
Student's Name	
Date	